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have the definite figures showing just how much of our money goes for replacing those old books, just how much for new books that we may buy, and just how many reservations we have waiting for those books.

We need more money for salaries. We have compared our salaries in Pittsburgh with the salaries of scrub women, with the salaries of plasterers and carpenters, with the salaries of school teachers, and with the salaries of librarians in other cities; in other words, we have brought home to the business man, in a statement in the council, a definite comparison of salaries and books in a way that he can understand, and it has been very effective.

I would emphasize just one further point on that question of publicity, and that is where additional money is asked for, the specific purpose for which it is to be used should be stated, and then that specific purpose must be definitely fulfilled.

The third point, and the last one is that we must organize the support of the active and influential people and organizations of the community. The most self-respecting way to do that is to ask return for services rendered by the library. Now I have mentioned a few incidents. We have done less in Pittsburgh than in other cities, but we have made a beginning. For example, we were badly in need of funds for our technical literature, and we went to the Pittsburgh chapter of the American Clinical Society and asked for more money. We finally found, after considerable effort, a man who would head a committee to go after more funds from the industries in the district which our technology department was serving. As a result a considerable fund, something over \$2,500, was immediately available, but that was not the best part of it. Last year when the talk of retrenchment was so strong, and necessarily so, in all city governments, the same men who had contributed went to the city government and requested that the library

be not cut with the other departments, but be afforded adequate support. And the council was greatly influenced, far more influenced by letters from this committee of engineers than they would have been influenced by any library authorities.

The second thing is that we must organize foreign language newspapers of the city. We got all the editors of the foreign language newspapers into a meeting at the library. There were some 25 of them. Some of them would not speak to each other, but they all spoke to us and we told them of the policy and the purpose of library work, and as a result their support was secured in the following campaign.

A definite campaign in the Chamber of Commerce in supporting some of their ideas brought results. The object was to organize the support of those active and influential organizations of the community which the library is serving. In every case, the organization was most happy to render a return for that service, and in that way expressed some appreciation of what the library was to them and what it meant to the community.

Mr. Willard, of the Minnesota State Board of Education, precipitated an animated discussion, when he advocated the union of the library and school boards. Washington Porter, of Cincinnati, Judge Wildermuth, of Gary, and Mr. Craig of Evansville, spoke in opposition to this idea.

After the election of officers: President, Mrs. Elizabeth Claypool Earl, Muncie; vice-president, W. L. Jenks, Port Huron; secretary, Mrs. Dwight Peterson, Toledo, and the adoption of a resolution voicing the approval of the section of the policy of one dollar per capita for good libraries, the meeting adjourned to join the Detroit Library Commission, which entertained at dinner all visiting trustees in the dining room of the new library.

ORA THOMPSON Ross,
Secretary.

UNIVERSITY LIBRARY EXTENSION SERVICE ROUND TABLE

A meeting of persons interested in university library extension service was held at Ann Arbor, Thursday, June 29, at 10 a. m.,

in connection with the annual conference of the American Library Association at Detroit and Ann Arbor.

Edith Thomas, in charge of Library Extension Service, University of Michigan, presided.

The meeting was opened by a greeting from Professor W. D. Henderson, director, Extension Division, University of Michigan, after which the following papers were presented:

FORUM TEACHING AND THE PACKAGE LIBRARY*

By ALMERE L. SCOTT, *Department of Debating and Public Discussion, Extension Division, University of Wisconsin, Madison.*

Education in a democracy is more than the acquisition of knowledge. The educational system in a democracy must include and must emphasize preparation for an intelligent citizenship—a citizenship that is more than a declaration of allegiance to a government and the reciprocal right of the protection of that government.

The actions of a single group may be far-reaching in their influence. A problem of a foreign land today may become a problem of my community, of your community, tomorrow. Good citizenship must mean that the efforts of the individuals, co-operative in the aggregate, are conducive to the best interests of the whole citizen body affected, it may be the immediate community, the commonwealth, the nation, and even the world.

Affiliated citizens and students are studying, discussing problems, co-operating in activities which are truly educational in their nature—they are preparing for better citizenship.

We are sure that the social conditions of the body politic play an important part, not only in the determination of the type of government, but in its administration as well. The mere willingness to tackle the problems consequent to these social conditions will not bring the desired results. Government is the official means for the solution of them in a democracy. Public opinion is a controlling force; and one of the highest functions of educated men and women, as citizens, is to contribute their

share toward forming an enlightened public opinion.

Forum teaching involves stimulation of an intelligent interest, constructive suggestions, guidance, and the package library of selected study material adapted to the particular need. The loan package library service, restricted to the particular state, aims to meet the requests from any individual for information on any worth while question of public or community interest, or of educational value, selected to meet the specific need, with no expense to the borrower other than return transportation.

To select the material for the package judiciously, we must know for whom, why and when the information is desired. The same material can not be used to the best advantage by a rural school pupil in preparing an essay, and a member of a chamber of commerce who will discuss the problem before the taxpayers in the county.

To foster the habit of finding material at hand—an essential element in the training for citizenship in a democracy, to encourage the development of the local library—an important educational institution in the civic growth of any community, and to prevent duplication and expense, co-operation with the local libraries is necessary. In requesting a loan package, the patron is advised to designate the material available locally which this department will supplement. Information on the problem must be available to the particular interested individual in assimilable form. Such a service is possible only with the backing of a great university with the opportunity to seek expert advice and with access to the great libraries of source material. An institution where teaching and the search for truth predominates, is best fitted to this service.

To have the material containing the facts is not sufficient. The interested citizen must be able to weigh them one against the other. The more we, all of us as citizens, think and think intelligently, the more nearly will the citizen body function as a democracy.

Forum teaching that arouses an intelligent interest, gives guidance, supplies assimilable material, that results in the individual's knowledge of the facts in a serious consideration of problem situations, and a

*Abstract.

sane judgment, must create and sustain an enlightened opinion. Thus forum teaching with its package library is lending a great impetus to the establishment of an intelligent democracy, which will tend to make for the civic progress of any state.

LIBRARY EXTENSION SERVICE TO CLUB WOMEN*

BY MARY PRATT, *Bureau of Public Discussion, Extension Division, University of Indiana, Bloomington*

The field of university extension has widened so greatly in the past few years that it embraces almost all forms of adult education. The club movement has come to be included in this field partly because of the activities of the Federation of Clubs which has encouraged the making of better club programs and the writing of better club papers. In both of these activities the extension division can be useful, and is rapidly becoming recognized as a source of aid.

In its desire and willingness to assist club women it should however take pains not to usurp the function of the public or of the state library. It should supplement rather than substitute for. Because of the rather more specialized service it can give on account of the store of learning to be found in its libraries, its seminars and among its faculty, it is able to furnish some assistance which cannot be furnished except in large libraries. Most of our requests for assistance come from women in small towns where there are no libraries or where the facilities are inadequate. We take pains to urge the use of the local library both for the preparation of programs and the writing of club papers.

There are in vogue at present two sorts of club programs—the topical one and the miscellaneous one. By the former I refer to the program which takes one topic throughout the entire year, developing it from meeting to meeting and reaching a definite end. The miscellaneous program presents widely diverse papers at each meeting with no attempt at harmony. There is growing among clubs a feeling that the topical

program is somewhat more worth while, although the miscellaneous program gives a better chance for individual brilliancy. We are interested chiefly in the topical program. We furnish on request a list of outlines and suggestions on about a hundred subjects. These all lend themselves to club programs. They can be rearranged, amplified or modified in any way to suit the committee. Most of them contain references.

We obtain these outlines in various ways. When we find a good one in a paper or in another club program we borrow it. We ask members of the faculty to make them for us. We buy them when they are available. We often make them to order. This year we arranged a set of topics for a club which wished to study American history as seen through the historical novel. We also made up a set of twenty programs on the history of the drama from the Greeks to the present time, with references. We obtain these outlines by fair means or foul. I should like to see an arrangement by which the extension divisions might exchange the programs and outlines that they have, or at least might let one another know what they possess. Ours have no copyrights.

We can of course render a great deal of assistance to women who are writing club papers. If the subject is of a social, economic or political nature, it is easy to supply material from our package library collection. If the paper is on a literary or artistic subject we almost always supply references, reviews, etc. We are often asked to make suggestions for the individual paper. I have also this year written an address of welcome and prepared a program for the presentation of a drinking fountain; but these I feel are favors, and are not the regular function of the Extension Division.

We maintain a library of plays which may be borrowed for purposes of inspection and selection. They cannot be used for presentation purposes.

Our child welfare bureau, our lecture service, our visual instruction service and all of our other activities are at the disposal of club women. This field of adult education is rather new and undeveloped, so it presents many possibilities to those educational institutions which we all represent.

*Abstract.

SOURCES OF MATERIAL FOR LIBRARY EXTENSION SERVICE WITH SPECIAL REFERENCE TO PAMPHLETS

BY LENOIR DIMMITT, *Extension Loan Librarian, University of Texas, Austin*

One of my friends who knew that I had been asked to prepare a paper for this conference wished to know what the subject was to be. When I told him, he said, "You could ask for nothing easier. You will have to use only four words—magazines, newspapers, books, pamphlets." While it is true that this would be a correct answer to a query in regard to sources, it would be of little help to a librarian striving to build up a collection of material. She would want to know which magazines are best for this kind of work, and, since it takes many magazines of the same date to meet the demands for literature on the most popular subjects, how it is possible to make her subscription fund cover the cost of them. She would want to know how many and which newspapers are needed for clipping. She would want to know if she should buy any books.

A list of magazines suitable for this kind of work is too long to give here. A few which have proved to be among the most useful are *Current History Magazine*, *Literary Digest*, *World's Work*, *Review of Reviews*, *Congressional Digest*, *Survey*, *Monthly Labor Review*, *Annals of the American Academy*, *National Outlook*, *Scientific American*, *Arts and Decoration*, *American Magazine of Art*, *Playground*, *National Geographic Magazine*, *School and Society*, *Education*, and the *Bookman*. It is not necessary to subscribe for more than two copies, as others may be obtained by the simple device of begging back numbers from friends of the university. Our own experience in sending a form letter to the members of the faculty asking for their old magazines was very gratifying. The material came in so fast that all of our available space was soon overflowing. The sending of a letter of this kind has to be repeated every year so that the new members of the faculty will always receive it and the older ones will not forget about it. The bookstores and news-

stands are often willing to contribute unsold back numbers of their magazines. A notice put in the local newspapers produces good results, especially during spring house-cleaning season.

It does not pay to clip many newspapers. They are expensive to buy and expensive to put in form suitable for circulation. Then too, subjects which are important, except those of purely local interest, are usually treated in a better form in the weeklies which come out by the time the demand for the subject reaches the library. Several state papers, covering different parts of the state, the *New York Times*, and the *Christian Science Monitor* are sufficient. Arrangements can always be made to receive some of those as gifts from friends.

Few books have to be bought except those on very live subjects, such as the *Wilson Handbook Series*; debate books, such as the *University Debaters' Annual*, *Intercollegiate debates*, and the *Wilson Debaters' Handbook Series*; and some reference books, such as an encyclopedia, *World almanac* and *Statistical abstract*. It is sometimes necessary also to buy a few books on subjects for which there is a very great demand, like that chosen for interscholastic league debates. As a rule it is better to leave the purchase of books to the state library commission and the state library, since we have the privilege of borrowing from their collections for our patrons.

There are many ways of finding what pamphlets have been published and of obtaining copies of them for our library extension service. There are many institutions and associations with whom we can arrange to have our libraries put on their permanent mailing lists, by exchange, by gift, or by the payment of a certain sum. There are lists of current pamphlets which are printed regularly in magazines, and others which are printed as separate publications. Bibliographies from various sources may be consulted when material is being collected on specific subjects. Then too, references to pamphlets are found in unexpected places, such as newspapers and bulletins.

One of the most prolific sources of free pamphlet material is the United States Gov-

ernment Printing Office. While it is well to have our libraries placed on the mailing list for some of the government publications, such as the *Congressional Record*, *School Life*, *Commerce Reports*, and bulletins of the Children's Bureau, Public Health Service, Department of Agriculture, and Bureau of Education, there is little danger of our missing anything of importance even if we were not on the mailing lists, because the publications are listed in so many places. All government publications are listed in the *Monthly Catalogue of United States Public Documents*, but this is always at least two months late in reaching us and by that time the things in which we are interested have been listed in more convenient form (by subject instead of by publisher) in other places, namely the *Monthly Record of Current Educational Publications*, *Experiment Station Record*, *United States Department of Agriculture Monthly List of Publications*, *The Booklist*, *Public Affairs Information Service Bulletin*, *Journal of Home Economics*, *Monthly Labor Review*, *American City*, and other magazines.

There is a wealth of material to be had on agricultural subjects. Besides the United States Department of Agriculture, the agricultural experiment stations, state agriculture departments, and agricultural colleges all print many free bulletins. It is better to check the *Experiment Station Record* and other lists for these rather than ask to be put on the regular mailing lists for any except those of our own states. The International Harvester Company is another source of free agricultural material.

The larger banks and trust companies print free pamphlets on the subjects of banking, business conditions, foreign trade, and industrial problems. Some of the banks on whose mailing lists it would be profitable to ask a place are the American Exchange National Bank, the American Bankers Association, the Bankers Trust Company, the Equitable Trust Company, the Guaranty Trust Company, the Irving National Bank, the National Bank of Commerce in New York, the National City Bank of New York, and the Old Colony Trust Company.

A number of book publishers print short pamphlet biographies of present-day authors

for free distribution. Some of the companies which do this are D. Appleton Co., Century Co., Dodd, Mead Co., Frederick Stokes Co., George H. Doran Co., Doubleday, Page Co., Harper and Brothers, Henry Holt and Co., Houghton Mifflin Co., John Lane Co., Little Brown and Co., Macmillan Co., G. P. Putnam's Sons. The Michigan State Library has printed an excellent pamphlet called, *Biographical sketches of American artists* which may be obtained for fifty cents.

There is a large number of associations which print pamphlets on child welfare. Some of the most noteworthy of these are the American Child Hygiene Association, Child Health Organization, National Child Labor Committee, National Conference of Social Work, and the Russell Sage Foundation. Material on this subject may also be procured from the United States Children's Bureau, state children's bureaus, state departments of health, and universities.

Community organization and recreation are two popular subjects which are well provided for by the Playground and Recreation Association of America, the Russell Sage Foundation, Community Service, and university publications. Among the colleges which have printed good bulletins on these subjects are North Dakota Agricultural College, University of Minnesota, Massachusetts Agricultural College, University of North Carolina, and Wisconsin University. Some of the state boards of education, such as those of Illinois, Washington, and Indiana, and the United States Bureau of Education have printed bulletins on community centers.

The American Prison Association has recently printed a short bibliography covering the subjects of delinquency, probation, and prison reform. This association and others, notably the National Committee on Prisons and Prison Labor, National Probation Association, Prison Association of New York, and National Conference of Social Work print good material. It is quite worth while to be on the mailing list of all these associations.

A subject which rivals agriculture in the amount of material printed on it is education. It is well to be on the mailing lists of the United States Bureau of Education, the Fed-

eral Board of Vocational Education, state departments of education, and universities. The proceedings of the national and state educational associations always contain valuable material.

Fire prevention is a subject about which there is a good deal of agitation at present. The fire insurance departments of some of the states, such as Arkansas, Kansas, Louisiana, Minnesota, Missouri, Nebraska, New Jersey, North Carolina, Ohio, Tennessee, and Texas print literature on this subject. Material may also be gotten from the American Eagle Fire Insurance Company, the Continental Fire Insurance Company, the Fidelity-Phoenix Fire Insurance Company, the National Board of Fire Underwriters, and the Ohio Department of Public Instruction.

Health material is so plentiful that we sometimes wonder how there can be any sickness in the world when there is such a quantity of material along the lines of health education being distributed all the time. Besides splendid publications printed by the United States Public Health Service and the state departments, there is a large number of associations and life insurance companies which put out pamphlets on public health. Among these are the American Public Health Association, Child Health Organization of America, Association of Life Insurance Presidents, Metropolitan Life Insurance Co., National Organization for Public Health Nursing, National Conference of Social Work, Prudential Insurance Co., National Tuberculosis Association, and the Rockefeller Foundation.

Good pamphlets on house planning may sometimes be obtained from lumber, brick, and cement manufacturers. The American Face Brick Association, the California Redwood Association, Northern Hemlock and Hardwood Association, Southern Cypress Manufacturers Association, and Southern Pine Association have printed such pamphlets. The Atlas Portland Cement Co. has recently printed an illustrated booklet containing very attractive and practical house plans, called *The stucco house*.

Immigration is a subject which will probably be a live one for a long time. A splendid outline may be obtained from Ward,

McDermott Co. Both the universities of Virginia and of Texas have printed bulletins containing briefs and selected articles. Pamphlets may be obtained from the American Jewish Committee, Guaranty Trust Co., Immigration Restriction League, Inter-Racial Council, Commonwealth Club of California, National Committee for Constructive Immigration Legislation, National Liberal Immigration League, National Association of Manufacturers. The United States Census Bureau publications and the reports of the Commissioner of Immigration are valuable for statistics. A great deal of *Congressional Record* material may be obtained, either directly from the congressmen in the form of reprints, or from the superintendent of documents. Many magazine articles may be found, both in current numbers, and in back issues.

One of the most important subjects with which we have to deal is labor. Some of the sources of material are United States Bureau of Labor Statistics, American Association for Labor Legislation, American Federation of Labor, League for Industrial Rights, Merchants Association of New York, National Association of Manufacturers, and American Anti-Boycott Association.

Merchant marine and ship subsidies are prominent subjects just now. Some of the institutions and associations which are printing pamphlets on them are the American Steamship Owners Association, Atlantic Coast Shipbuilders Association, Committee of American Shipbuilders, National Foreign Trade Council, Navy League of the United States, Bankers Trust Co., and Mechanics and Metals National Bank. Speeches and reports made in congress may be obtained from congressmen.

Some of the Associations which are printing important publications on peace and disarmament are the American Association for International Conciliation, League to Enforce Peace, Society to Eliminate Economic Causes of War, Carnegie Endowment for International Peace, and World Peace Foundation.

For social problems some of the best sources of material are the American Red Cross, American Unitarian Association, National Conference of Social Work, Russell

Sage Foundation, and Wisconsin State Conference of Social Work.

Covering the subjects of architecture, art, biography, domestic art, history, literature, music, nature, popular science, and travel are the *Mentor* booklets. They are issued monthly in the form of a magazine, each number being devoted to only one subject, with the exception of a very few short articles in the back. They are beautifully illustrated and contain authoritative material. Back numbers may be bought for 25c and 35c per copy.

The Pan American Union prints excellent pamphlets on the various Latin American countries. There is usually a small charge for these, but it is sometimes possible to obtain them free by writing to your congressman.

One of the important collections in every library which offers extension service to club women is that of club programs. The fastest way of building up such a collection is to ask each club in the state to give the library a copy of its yearbook. Some good programs are procured in this way, and, when sent in advance, they help in the collection of material to meet the demands which are sure to come later in the year. The H.-W. Wilson Company's *Study Outline Series* includes a number of subjects. The General Federation of Women's Clubs, the Wisconsin Library Commission, and H. A. Davidson of Claremont, California, have outlines for sale. A number of university extension bureaus have printed study courses for clubs in bulletin form, among which are the universities of Iowa, Indiana, Cornell, North Carolina, Oklahoma, Minnesota, and Texas. The American Federation of Arts has prepared some typed outlines on art subjects. The Drama League has printed a large number of outlines on the drama. The United States Children's Bureau and the National Child Labor Committee have printed outlines on child welfare. Sometimes reading lists prepared by libraries are helpful in arranging programs, and copies of them may be filed with the club program material.

The number of subjects on which material is collected for library extension service is so large that it has been possible to mention

only a few of them. We must now turn our attention to the various lists of pamphlet publications which it is necessary to check regularly in order to keep in touch with all sources of material.

The Booklist always contains a good list of pamphlets printed by associations, foundations, commercial concerns, banks, chambers of commerce, etc. The *Bulletin of Bibliography*, *Public Libraries*, *Library Journal*, and *Special Libraries* nearly always note a few pamphlets, particularly those publications, like bibliographies, which are of special interest to librarians. This is true also of the *Wisconsin Library Bulletin*, although it more often contains a fairly long list of pamphlets of general interest than do the other four library periodicals mentioned. The *Cumulative Book Index* lists some pamphlets along with the books on various subjects. The *Monthly Check-List of State Publications* is more useful for reference purposes than for checking. It hardly pays to check it regularly, because it contains so few references to publications useful to us which we have not already procured by means of some other list. It is valuable sometimes in looking up state reports on certain subjects which are just being introduced into our states. For instance, if there were a discussion in my state as to the advisability of establishing a state teachers' pension fund, we should want to get reports of boards administering such funds in other states. By referring to the *Monthly Check-List of State Publications* we should find that such a report has been published by the Illinois Board of Trustees of Teachers' Pension and Retirement Funds.

There are two monthly lists which cover agricultural subjects. One is the *United States Department of Agriculture Monthly List of Publications*. The other is the *Experiment Station Record* which lists United States Department of Agriculture bulletins, experiment station bulletins, publications of agricultural associations and colleges and state boards of agriculture, together with magazines and books. This list is arranged under seventeen different subjects. Of this number there are only five which it is worth while to check carefully. These are for-

estry, foods, rural engineering, rural economics and sociology, and agricultural education. References to forestry publications are also to be found in the *Current Literature Monthly List* of the library of the United States Forestry Service.

Many magazines covering specific fields contain lists of literature published on subjects in these fields. Lists of current publications in the field of education can be found in the *School Review*, *Education*, *Elementary School Journal* (which practically duplicates the list in *Education*) and *Pedagogical Seminary*. But the most complete list of educational literature is printed in the *Monthly Record of Current Educational Publications*, which is a classified list. Lists on health are contained in *Public Health Nurse* and *American City*; home economics in *Journal of Home Economics*; municipal problems in *American City* and *Municipal Reference Library Notes*; recreation in *Playground* and in *Parks and Recreation*; social problems in *American Journal of Sociology*, *American Political Science Review*, *Journal of Delinquency*, and *Survey*.

All the lists that have been mentioned are duplicated to a certain extent in the *Public Affairs Information Service Bulletin*, which is by far the most inclusive list printed. If those of us who have the responsibility of making large collections of material on current questions were told that we were going to be deprived of all checklists except one and we had the choice as to that one, I believe that the *P. A. I. S. Bulletin* would receive a unanimous vote. I should not like for this to happen, however, because there are always some pamphlets mentioned in the other lists which are not given in the *P. A. I. S. Bulletin*.

Some of the advantages of the *P. A. I. S. Bulletin* are that it is issued weekly (which is not true of any of the other lists mentioned); it is classified by subject and is cumulative, which makes it valuable for reference purposes; it covers nearly all of the subjects most in demand in library extension work; it announces the formation of new associations and the publication of new magazines; it announces approaching meetings of associations and analyzes their proceedings as soon as they are published. It

lists pamphlets, magazine articles, and books.

Further aids which we have in finding clues to material are bibliographies prepared by libraries and other institutions. The *Bulletin of Bibliography*, *Special Libraries*, and, sometimes, *Library Journal* contain bibliographies. The Library of Congress prepares lists of references on timely subjects, such as Kansas Court of Industrial Relations and Soldiers' Bonus. The *Price Lists* of the Superintendent of Documents are useful when collecting material on specific subjects. A valuable list which might be mentioned in this connection is the one by Mary Josephine Booth called, *Material on Geography which May Be Obtained Free or at a Small Cost*. This was printed as *Bulletin No. 69* of the Eastern Illinois State Normal School. It is not only a good list from which to order, but it should be included in every package library on the teaching of geography.

References to publications of associations and societies which are found in bibliographies and other places often do not give the address of the publisher. This necessitates a knowledge of places to look for such information. The cumulation of the *P. A. I. S. Bulletin* gives a key to periodical references, with addresses, and a directory of book publishers. It also lists the associations, with their addresses, whose proceedings have been analyzed in the *Bulletin*, but this is a small number. The addresses of other associations and institutions are given in the body of the *Bulletin* where their publications are listed, but since these are arranged by subject only, it is almost impossible to find them for directory purposes. It would be very helpful if the addresses of these associations were added in the front of the cumulation where the other directories are found.

The *World Almanac* contains a list of associations and societies, with addresses, and the *Cumulative Book Index* lists some in its directory of publishers. On the general subject of agriculture the *Directory of American Agricultural Organizations* printed by the United States Department of Agriculture may be consulted. Besides purely agricultural associations, it includes those

whose work concerns good roads, bird protection, and kindred subjects. The United States Department of Commerce has printed a directory of commercial organizations in the United States. The annual educational directory published by the United States Bureau of Education included educational associations and some learned and civic organizations. Addresses of libraries and library associations may be found in the *A. L. A. Handbook*. The *Playground* of March, 1922, consists largely of the year book and annual report of the Playground and Recreation Association of America which contains the addresses of officers of recreation commissions, boards and associations.

Each issue of the *Survey* contains a short directory of social agencies. The American Red Cross has published a recent book called, *Handbook of social resources in the United States*. In 1915 the H. W. Wilson Co. printed *A subject index to about 500 societies which issue publications relating to social questions*. This was a most useful publication, but it is out of date now. The H. W. Wilson Co. would render a valuable aid to all extension library and other reference library workers by publishing a new and revised edition of this.

Even with all the directories named at hand there are still times when it is difficult to find certain addresses. Because of this we in Texas have found it convenient to keep a card index file of associations and institutions that publish material on the subjects in greatest demand. This is arranged in two parts, one by publisher and the other by subject. The first is used as a directory, while the second helps in locating material on specific subjects.

It is doubtful whether it would be possible to make a complete list of all the sources of material for library extension service. It certainly cannot be done in a paper of this length. An attempt has been made only to point out the most important sources.

ADDRESSES OF ALL PUBLISHERS MENTIONED,
WITH THE EXCEPTION OF GOVERNMENT DE-
PARTMENTS, COLLEGES AND BOOK
PUBLISHERS.

American Anti-Boycott Association, 135 Broadway, New York, N. Y.

American Association for International Conciliation, 407 W. 117th St., New York, N. Y.

American Association for Labor Legislation, 131 East 23d St., New York, N. Y.

American Bankers Association, 5 Nassau St., New York, N. Y.

American Federation of Arts, 5th Ave. and 52nd St., New York, N. Y.

American Child Hygiene Association, 1211 Cathedral St., Baltimore, Md.

American Federation of Labor, 9th and Mass. Ave., Washington, D. C.

American Eagle Fire Insurance Co., 80 Maiden Lane, New York, N. Y.

American Exchange National Bank, 128 Broadway, New York, N. Y.

American Face Brick Association, 1105 Dearborn St., Chicago, Ill.

American Jewish Committee, 117 Madison Ave., New York, N. Y.

American Prison Association, 135 East 15th St., New York, N. Y.

American Public Health Association, 370 7th Ave., New York, N. Y.

American Red Cross, Washington, D. C.

American Steamship Owners Association, 17 Battery Place, New York, N. Y.

American Unitarian Association, 25 Beacon St., Boston, Mass.

Association of Life Insurance Presidents, 165 Broadway, New York, N. Y.

Atlantic Coast Shipbuilders Association, 30 Church St., New York, N. Y.

Atlas Portland Cement Co., Chicago, Ill.

Bankers Trust Co., 16 Wall St., New York, N. Y.

California Redwood Association, San Francisco, Cal.

Carnegie Endowment for International Peace, 2 Jackson Place, Washington, D. C.

Child Health Organization of America, 370 7th Ave., New York, N. Y.

Committee of American Shipbuilders, 30 Church St., New York, N. Y.

Commonwealth Club of California, 153 Kearney St., San Francisco, Cal.

Community Service, 1 Madison Ave., New York, N. Y.

Continental Fire Insurance Co., 80 Maiden Lane, New York, N. Y.

Drama League of America, 59 E. Van Buren St., Chicago, Ill.

- Equitable Trust Co., 37 Wall St., New York, N. Y.
- Fidelity-Phoenix Fire Insurance Co., 80 Maiden Lane, New York, N. Y.
- General Federation of Women's Clubs, 415 Maryland Bldg., Washington, D. C.
- Guaranty Trust Co., 140 Broadway, New York, N. Y.
- Immigration Restriction League, 11 Pemberton Square, Boston, Mass.
- International Harvester Co., Harvester Bldg., Chicago, Ill.
- Inter-Racial Council, 233 Broadway, New York, N. Y.
- Irving National Bank, Woolworth Bldg., New York, N. Y.
- League for Industrial Rights, 70 Fifth Ave., New York, N. Y.
- League to Enforce Peace, 130 West 42d St., New York, N. Y.
- Mechanics and Metals National Bank, 20 Nassau St., New York, N. Y.
- Mentor Association, 114 East 16th St., New York, N. Y.
- Merchants Association of New York, Woolworth Bldg., New York, N. Y.
- Metropolitan Life Insurance Co., 1 Madison Ave., New York, N. Y.
- National Association of Manufacturers, 30 Church St., New York, N. Y.
- National Bank of Commerce in New York, 31 Nassau St., New York, N. Y.
- National Board of Fire Underwriters, 76 William St., New York, N. Y.
- National Child Labor Committee, 105 East 22d St., New York, N. Y.
- National City Bank of New York, 55 Wall St., New York, N. Y.
- National Committee for Constructive Immigration Legislation, 105 East 22d St., New York, N. Y.
- National Committee on Prisons and Prison Labor, 116th St. and Broadway, New York, N. Y.
- National Conference of Social Work, 25 East 9th St., Cincinnati, Ohio.
- National Educational Association, 1400 Mass. Ave., N.W., Washington, D. C.
- National Foreign Trade Council, 1 Hanover Square, New York, N. Y.
- National Liberal Immigration League, 108 East 31st St., New York, N. Y.
- National Organization for Public Health Nursing, 370 Seventh Ave., New York, N. Y.
- National Probation Association, Albany, N. Y.
- National Tuberculosis Association, 370 Seventh Ave., New York, N. Y.
- Navy League of the United States, 110 S. Dearborn St., Chicago, Ill.
- Northern Hemlock and Hardwood Association, Oshkosh, Wisc.
- Old Colony Trust Co., Boston, Mass.
- Pan American Union, 17th and B Sts., N.W., Washington, D. C.
- Playground and Recreation Association of America, 1 Madison Ave., New York, N. Y.
- Prison Association of New York, 135 East 15th St., New York, N. Y.
- Prudential Insurance Company of America, Newark, N. J.
- Rockefeller Foundation, 61 Broadway, New York, N. Y.
- Russell Sage Foundation, 130 East 22d St., corner Lexington Ave., New York, N. Y.
- Society to Eliminate Economic Causes of War, 67 Wellesley Ave., Wellesley, Mass.
- Southern Cypress Manufacturers Association, New Orleans, La.
- Southern Pine Association, 600 Interstate Bank Bldg., New Orleans, La.
- Ward McDermott Press, Warren, R. I.
- Wisconsin Library Commission, Madison, Wisc.
- World Peace Foundation, 40 Mt. Vernon St., Boston, Mass.

ORGANIZATION AND DEVELOPMENT
OF MATERIAL FOR BULLETINS TO
BE USED IN LIBRARY EXTEN-
SION SERVICE

By LOUIS R. WILSON,* *Librarian, University of North Carolina, Chapel Hill*

During the past ten years the Division of Extension of the University of North Carolina has issued from 90 to 100 bulletins, many of which have been prepared to promote some form of library extension service. In the preparation of this material a fairly definite line of procedure, based upon an accumulating experience, has been followed. In response to a request from your program committee and with the hope that our experience may be of service to others engaged

*Read by Mr. Baker, assistant to Mr. Wilson.

in similar work, it is my purpose to present in bare outline this method of procedure.

1. The first step in the preparation of bulletins of this nature, bulletins concerning debate, citizenship, community drama, playgrounds, consolidated schools, the beautification of school grounds, which come under the subject of this paper, is, quite naturally, that of determining the particular subject of which the bulletin shall treat. This selection must be thoughtfully made, and if it is within my province to suggest who should make it, I should say that it should be by the director of extension and the chief of the library extension service. It should unquestionably be decided by those members of the extension administration who are constantly serving the needs of the public and are responsible for the carrying out of a sustained program of extension work. No matter from what source the suggestion as to subject comes, whether from an individual, or a club, or a special organization, or from the service offered by some other extension division, the subject must be considered in relation to the special program of which it is to be a part.

2. Once the subject is chosen, an author or compiler must be selected who is qualified to handle it, and (which is of even greater importance) handle it from the point of view of the director of extension rather than that of, say, the head of an English or some other academic department. It has long since been conclusively demonstrated that many members of a faculty whose services in the classroom are of a high order are altogether unsuccessful as correspondence teachers. It is equally demonstrable that not all good teachers are good authors of extension bulletins, but that there is really an art in fitting a publication of this nature to the special group for whom it is intended. At the beginning of our work, members of the faculty who were employed to prepare bulletins, particularly programs for women's clubs, almost invariably worked out a syllabus, which, if adopted by a club, was usually soon abandoned, or had to be worked over and put into usable form. More recently this difficulty has been overcome in that specimens of successful programs have been available, and a fairly good honorarium is prom-

ised for the delivery of a manuscript which meets certain requirements. To my mind, it is absolutely necessary, not that the offering shall be low-brow, but that it shall be altogether worth while and that it shall be put in sufficiently clear and attractive form to elicit and hold the interest of people who make use of the service for what they get out of it and not because a dean of students, with all the disciplinary authority of an institution, is lined up behind them.

3. The third essential is to furnish the author such library material as is essential to the preparation of the bulletin. In our case, the bibliographical tools of the library are, as a matter of course, always at the disposal of the author. In addition to this, the library sets aside a special fund of several hundred dollars, for the use of the library extension service division in the preparation of bulletins. If new books are required, or if duplicate copies are needed, they are secured immediately and the author makes such use of them as is desired. This is extremely important, and adequate provision must be made for it. However, in the preparation of bulletins for study clubs or other organizations following a fairly definite course of study, it is extremely important for the author to base the course on some single text or at most two or three volumes which can be easily secured. Long bibliographies should be studiously shunned, particularly if the service is intended for communities that have very inadequate public library service.

4. When the manuscript, prepared in conformity with these suggestions, has been accepted and while the publication is going through the press, all books and materials referred to in the publication should be brought together and arranged in such a way as to be available when the bulletin is distributed. A bulletin supported in this way by an adequate package library service is far more effective than one which is not. Furthermore, not only are more books and periodicals called into use to support the subject matter of the particular bulletin in question, but the whole work of the library extension service division is emphasized in the mind of the public.

While these four steps are the essential ones in the preparation of the type of bulle-

tin we are discussing, possibly two other observations might be made with profit here. An effort should be made, particularly on the part of state institutions engaged in library extension service, not to duplicate publications. In North Carolina it has been easy to avoid duplication, as the University, until recently, has had a free hand in extension work of all kinds. In the case of our publication treating of the beautification and improvement of school grounds, however, we found it desirable to co-operate with the State Department of Education; and in the case of our bulletin on parent-teachers associations we have kept in mind the service of the North Carolina College for Women. So far there has been but little duplication of effort on the part of the library extension service of the Division of Extension of the University of North Carolina Library Commission, as the former has devoted itself almost entirely to supplying material essential to the carrying out of special programs, whereas, the latter has limited itself largely to the task of supplying material to schools for use in debate and the discussion of current events. Special effort, certainly, should be made to avoid excessive duplication, not so much because it is expensive, but because it may furnish the opportunity to the man who wishes to make trouble. In reality, excessive duplication of library extension service in North Carolina, which has in its public libraries only 56 volumes to every 1000 inhabitants, is an impossibility, as it very probably is in the rural sections of almost all the states.

The second observation is that after the material is organized and published, the work will have been done to but little purpose unless a satisfactory plan of "selling" it to the public is devised and employed. In this respect our service has been unusually successful, as attested by the rapidity with which many of the bulletins have become out of print, and by the steadily mounting number of programs and pieces of material sent out.

In conclusion I wish to submit for examination, which will prove of more value probably than these suggestions, copies of a half dozen of our most typical bulletins, as follows: *Public discussion and debate*, *Constructive ventures in government*, *The parent-teacher association*, *Studies in southern literature*, *The beautification and improvement of school grounds*, and *Plays for amateurs*. All represent phases of our library extension service, and all have been widely used by individuals and clubs in North Carolina and many other states.

A general discussion followed the reading of these papers. After the discussion it was moved that the University Library Extension Service workers take the steps necessary for affiliation as a group with the American Library Association.

The following officers were elected for next year's meeting:

Chairman, Edith Thomas, of the University of Michigan Library Extension Service.

Secretary, LeNoir Dimmitt, loan librarian, Extension Division, University of Texas.

EDITH THOMAS,
Chairman.

WORK WITH NEGROES ROUND TABLE

The first annual meeting was held in the assembly room of the Main Library, Detroit, Wednesday evening, June 28, 1922, Ernestine Rose of the New York Public Library presiding. About one hundred were in attendance.

The chairman announced as the purpose of the meeting the consideration of a permanent organization following up the informal discussion at Swampscott, and called upon George T. Settle of the Louisville Free Public Library to open the question.

Mr. Settle defined the object of the round

table as an opportunity to exchange ideas and recite for the mutual benefit what is being done. Louisville has organized a Negro department of its training class and has already trained eleven colored assistants from other southern cities. A separate library for colored people is maintained, giving very effective service. A round table to discuss this subject will be a valuable source of help. Mr. Settle announced his intention of establishing a library school in connection with the Louisville Public Library with a colored department.